Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, VA 23233
(804) 367-8506 or 367-8512
www.dpor.virginia.qov



BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS

Landscape Architect Information Sheet

All applicants must meet the current eligibility requirements at the time the completed application package is received at the board office. Completed application packages must include all required documentation, verifications and fees. All forms must be legible. It is the applicant's responsibility to ensure that the Virginia Board receives the completed package prior to the established deadline. Submission of applications just prior to the deadline date may result in late notification of eligibility to sit for the scheduled examination. Review of incomplete applications and applications received after the examination application deadline will be deferred to the next examination cycle.

EXAMINATION ON BOARD REGULATIONS & STATUTES

Applicants for licensure are required to read and understand the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* prior to applying for certification. Pursuant to Regulation 18 VAC 10-20-85, all applicants for licensure or certification must achieve a passing score on a Board-supplied examination pertaining to the Board's regulations and relevant statutes. After your application is received in the Board office, you will be sent an examination, which you are required to complete and return to the Board office for scoring; you will be notified if you do not achieve a passing score on this examination.

REQUIRED DOCUMENTATION

Examination Applicants

- a completed Landscape Architect Certification Application and fee;
- → a completed Landscape Architect Degree Verification Form(s) for applicants who hold an LAAB-accredited degree in landscape architecture. All other education must be verified with original official college transcripts; and
- documentation of the required years of experience:
 - ◆ LAAB accredited landscape architecture degree holders are required to submit 3 years of acceptable experience on completed *Landscape Architect Experience Verification Form(s)* prior to the certificate being issued; or
 - ◆ non-LAAB accredited landscape architecture degree holders are required to submit a completed Landscape Architect Experience Verification Form(s) for Examination and Comity Applicants documenting a minimum of 8 years of combined education and experience which is required prior to sitting for the exam.
- If you are approved for the examination, you will receive an *Examination Scheduling Form* which must be completed and returned with the examination fee to the examination vendor by the established deadline

Comity Applicants with a CLARB Certificate Record (for those who have been licensed in another state, jurisdiction or territory of the United States)

- a completed *Landscape Architect Certification Application* and fee; and
- a CLARB Certificate Record (submitted directly to the Virginia Board).

Comity Applicants without a CLARB Certificate Record (for those who have been licensed in another state, jurisdiction or territory of the United States)

- a completed Landscape Architect Certification Application and fee;
- a completed Verification of Landscape Architecture Examination and Certification Form from a jurisdiction in which you passed a Landscape Architect examination and currently hold a Landscape Architect License, Certificate or Registration;
- → a completed Landscape Architect Degree Verification Form(s) for applicants who hold an LAAB-accredited degree in landscape architecture. All other education must be verified with original official college transcripts; and
- non-LAAB accredited landscape architecture degree holders are required to submit a completed Landscape Architect Experience Verification Form(s) for Examination and Comity Applicants documenting a minimum of 8 years of combined education and experience.

Reinstatement Applicants (for those whose certificate expired 5 or more years ago)

- → a completed Landscape Architect Certification Application and reinstatement fee; and
- a completed Landscape Architect Experience Verification Form(s) for Examination and Comity Applicants to document experience from the date of expiration on the certificate to the present.

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EXPERIENCE

All experience must be verified on forms provided by the Department of Professional and Occupational Regulation. Any experience verified on forms other than those provided by the Department will not be considered. Resumes are not acceptable. Additional sheets may be obtained by copying the appropriate experience verification form. A separate experience verification form should be completed for each employment engagement, including self-employment. For exam or comity applicants, a licensed or certified landscape architect employed in the firm (or a primary client) may verify experience. Each person verifying experience for the applicant should be listed on page 5 (*Landscape Architecture Review Summary Sheet*) of this application. Credit will be given for full-time work experience (minimum of 35 hours per week) only.

VERIFICATION OF LICENSURE, CERTIFICATION OR REGISTRATION

Applicants for certification by comity must meet the Virginia eligibility requirements in effect at the time of their original licensure in another jurisdiction. The *Verification of Landscape Architect Examination and Certification Form* is provided for the verification of out-of-state exams and/or certifications. It is the applicant's responsibility to ensure that the Virginia Board receives the verification along with other supporting documents as noted in these instructions.

TOEFLIBT (formerly known as TOEFL & TSE)

Applicants for licensure must be able to speak and write English to the satisfaction of the board. Applicants from a non-English speaking country or a country where the primary language is not English, who have not graduated from a college or university in which English is the language of instruction, shall submit to the board a TOEFLIBT (Test of English as a Foreign Language) score report that reflects a score acceptable to the board. Score reports shall not be over two years old at the time of application.

EXAMINATION

Additional information concerning the examination is available from:
Council of Landscape Architectural Registration Boards
3949 Pender Drive, Suite 120
Fairfax, VA 22030
Telephone: (571) 432-0332

Telephone: (571) 432-0332 Web Site: www.clarb.org Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, VA 23233
(804) 367-8506 or 367-8512
www.dpor.virginia.gov



Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects LANDSCAPE ARCHITECT CERTIFICATION APPLICATION

A check or money order payable to the <u>TREASURER OF VIRGINIA</u>, *or* a completed credit card insert available at http://www.dpor.virginia.gov/dporweb/forms/fin/creditcard.pdf must be mailed with your application package.

APPLICATION FEES ARE NOT REFUNDABLE.

All applicants are required to read and understand the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* available at www.dpor.virginia.gov prior to applying for certification.

Select the one method by which you are applying for a Virginia Landscape Architect Certificate

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ls t	Is this the first time you have applied in Virginia to take the exam? Yes \(\square\) No \(\square\)										
lf	no, please provide the	month and year in	which you la	ist sat for th	ne exam.						
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Yes	8.	Are you applying	through comity?	
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No		Yes	If yes, do you have a CLARB Certificate?	
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2. Landscape Architect Verification of Examination and Certification Form(s) from each jurisdiction in which you passed a Landscape Architect examination or currently hold a Landscape Architect Licenses, Certifications and Registrations in the following table. If you hold more than 3 licenses, attach a separate sheet of paper listing the information requested in the ball. State/Jurisdiction			documenting a minimum of 8	years of combined education and experience (see Landscape
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9. Have you graduated from an LAAB-accredited landscape architecture curriculum approved by the Board? No If no, you must document a minimum of 8 years of combined education and experience (see Landscape Architect Equivalency Table in the Board regulations) required for submission to a CLARB reparate examination or Board-approved equivalent examination. Experience and/or education must be verified or Landscape Architect Experience Verification Froms for Examination and Comity Applicants. Landscape Architect Experience Verifications froms for Examination and Comity Applicants. Landscape Architect Experience Verification Froms for Examination and Comity Applicants. Landscape Architect Degree Verification Froms and/or official school transcripts. Yes If yes, attach a Landscape Architect Degree Verification From to verify your professional degree in landscape architecture. In addition, applicants who hold an LAAB-accredited degree in landscape architecture are required to submit Landscape Architect. Verification From(s) documenting 3 years of acceptatic experience prior to the certificate being stored. 10. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body? No			you hold more than 3 licenses, attach a separate s	heet of paper listing the information requested in the table.
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Signature Date		Architects, Profe	ects under the provisions of Title 54.1, Chapter essional Engineers, Land Surveyors, Certifi	4 of the Code of Virginia and the Virginia Board for ed Interior Designers and Landscape Architects
		Signature		Date

LANDSCAPE ARCHITECTURE REVIEW SUMMARY SHEET

Applicant's Name Review No.

APPLICANT'S USE				BOARD USE				
YEARS COLLEGES & UNIVERSITIES ATTENDED DEGRE		DEGREE	CATEGORY	CRE EDU	DITS TRAINING	COMMENTS		
EDUCATION								
DUC/								
Н								
	_			TOTAL				
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				TOTAL				
	ACTION	ACTION		TOTAL				
ER	REINSTATE/EXAM/LICENSE	APPROVE	INCOMPLETE	INITIALS	DATE	COMMENTS		
BOARD MEMBER								
Comn	nents							